

G R S 58]

Provisional

4 11 25 - 11 45 4-6

1911.

(Municipal)

File No 423-10

Serial Nos 1A2

Later references

11-11-11

GENERAL AND REVENUE SECRETARIAT

Serial Nos 1A2

Part B for June, 1911

SUBJECT

Rules for the periodical destruction of
old and useless records in the Municipalities

From the Presd^t, Bangalore City Munc^l Council, no 260 S 155.1
Recommend that the rules regulating the destruction of
old and useless records as approved by govt in C.P. no
6405-13/11 48-04-26 S 27 1 10, may be ordered to be
adopted in the Bangalore City Munc^l

to the Presd^t of Bangalore & Mysore City Munc^l Councils & by Com^{rs} of
Dist^{ts} - The Sanctions - the application of the above rules
to the records of the Bangalore Mysore City Munc^l Offices

GPB-5,000-22-10-10

M. N. Anandawar
9.9.11

GENERAL AND REVENUE SECRETARIAT.

(*Musmagab*)

NOTES.

File No. 4-23 (2)

FILE HEADING.

Rules for the periodical destruction of old and useless records in the various Govt. Offices municipalities.

From

The Presth. Bangalore City M^l Council

No. 260

Dated 15-5-11

Received 16.5.11

Diary No. 7472

Enclou. - Spare Copies

Serial No.

BRIEF ABSTRACT OF LETTER.

Recommends with ref^{ce} to G. Prop^r N^o. 484-57/Gen 200-10-1 of 21-2-11 calling for rules to regulate the destruction of old and useless records, that the rules as approved by Govt. in G.P. N^o. 6455-13/Int 48-04-262 27.1.1910, may be ordered to be adopted in the Bangalore City Municipality.

NOTES AND ORDERS.

In O.M. N^o G. 484-57/Gen. 200-10-1 of 21-2-1911 the Secy of Departments in the State were requested to frame and submit for the approval of Govt, rules for the periodical destruction of old and useless records in their offices. These rules were called for with a view

Serial
No.

to secure uniformity of practice and the officers concerned were requested to inform that the rules in force in the corresponding offices in British India may, with advantage, be also consulted.

The President of the Bangalore City M.C. Council, now states that the rules on the subject obtaining in Madras and in the C.M. Districts resemble those prescribed in G.O. No. 6405-13/2nd Bd-Or-26 D27. 1-1910 and that the latter are well suited for the municipalities in the State. He therefore recommends their adoption in the Bangalore City Municipality.

As this information was called for by Branch IV with a view to secure uniformity of practice, i.e., that Branch may be asked to state whether there is any objection to the President's proposal. A copy of the G.O. foraminizing, regulating the preservation and destruction of Municipal and other records in the District and Taluk offices, is kept in the file.

Submitted for orders.

B.M. Seng
22/5/11

The official memo-
randum & enquires rules

7472

Serial
No.

being framed in those Depart-
ments where no rules are now
in force and sent up for appro-
val. In regard to municipal
records, rules have been framed
by Govt and they should be
followed in all municipalities
This may be printed out and
the letter recorded. Please
put up draft -

23 5-11

Will

Draft put up

W. N. S. J.

Submitted

26/5/11

1800

30 5-11

Will

altered & approved. The
rules of Jan 12, 10 apply only
to municipal records of District
& Taluk offices. W. N. S. J.

30/5/11

W. N. S. J.

Issue

31 5-11

Will

2

The Proceedings of the Bangalore & Mysore Districts

No 100 30-8/11 423-11-24 5 6-11

Directs the application of the rules, same

Serial
No

By Govt for the sorting of Munk and D.F. records to
the records of the Bangalore and Mysore city
municipal offices

16/5/11
1911
100
From

The President,
City Municipal Council,
Bangalore
To

The Secretary to the
Govt of Mysore, Genl & Rev
Depts, Bangalore
Dated 13th
Despatched 15 May 1911
Received

General No. 260
No.

Enclosure No.

Recommending the
Adoption, in this Municipality, of the rules for
the destruction of records
approved by Government
in Pro No 6405-13
Sl (48-04)-26
dated the 27th January
1910.

cc the 101
City, Bangalore, dated 13th May

From

The President,

City Municipal Council,

Bangalore.

To

The Secretary to Government of,

His Highness the Maharaja of Mysore,

General and Revenue Departments,

Bangalore.

Sir,

With reference to Government Proceedings No. 4
G.M.200-10-1 dated the 21st February 1911 calling for sui
rules to regulate the destruction of records in this offi
have the honor to state that the rules on the subject obt
both in the Madras and the Civil and Military Station Munis
palities are more or less of the same nature and they cl
resemble those approved by Government in Proceedings No.6
Ml 48-04-26 dated the 27th January 1910.

2 As the latter are well suited for the Municipalities in
Mysore State, I recommend their adoption in this Municipali

I have the honor to be

Sir,

Your most obedient ser

P. S. S. S.
for President.

Dr

hse

G.R.S. 28]

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File No 423-10

Serial No. 2

Diary No of letter replied to 7472

Proceedings of the Government of His Highness
the Maharaja of Mysore.

GENERAL AND REVENUE
SECRETARIAT
(Mysore)

READ— Letter No 260 of 13th 5th 1911

, the

19

Date of issue 8.6.11

Signed by Mr Km R

from the President, Bangalore City
Municipal Council, stating with ref^{ce} to
Govt ^{Offt Memorandum} ~~Order~~ No 4811-57/Govt 200-10-1
of 21-2-1911 that the rules regulating
the preservation and destruction of
~~ORDER~~ ^{Similar} records obtaining in the Madras
and the City Municipalities
are more or less of the same nature
and closely resemble those proposed
by Govt. in Protⁿ No 6405-12/
Mil 40-04-26 of 22-1-1910
over

SUBJECT

5/6
5/6
5/6

and recommending their being
copied in the Bangalore city museum.

Order thereon 10030-8 ml 423-10-29 8.6 11

Recorded with the observation
that the Official Memorandum referred
to above ^{informed} ~~regarding~~ rules being framed
in those Departments where no rules
were ~~now in force~~ and sent up to
Govt. for approval ~~in regard~~ ^{and does not apply}
to Municipal records ^{in regard to which} rules have already
been framed by Govt. and ~~they~~
~~should be followed in all municipalities~~

2711

For Tracy

The rules sanctioned
under G.O. No. 6405-13
dated 27 Jan 1910
are hereby extended
to the records of
the Bangalore &
Mysore City Muni-
cipal Offices



The President of the Bangalore Mysore City Municipal Council
and Mysore ~~Mysore City Municipal Council~~ Council
Bangalore Mysore City Municipal Council

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Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

Correspondence ending with letter No 10403 dated the 25th March 1909 from the Revenue Commissioner in Mysore in the matter of the preservation and destruction of the Municipal Plague and District Fund records in District and Taluk Offices in the State

No 6405 13—ML 48 04 26, DATED BANGALORE, 27TH JANUARY 1910

ORDER THEREON —Two lists A and B are appended to this Order, the one showing the records to be permanently preserved and the other those to be destroyed after certain specific periods. The rules prescribed for the preservation and destruction of Revenue records in Government Order No R 1356 65, dated the 19th November 1903, shall, as far as possible, be applied to these records also.

2 The Deputy Commissioners of the Mysore and Chitaldrug Districts propose to entertain a clerk on Rs 15 a month to look after these records. Government do not see any necessity for additional establishment for doing the work.

C S BALASUNDARAM IYER,
Offg Secy to Govt, Gen & Rev Depts

To—The Revenue Commissioner in Mysore
The Deputy Commissioners of Districts

Exd —c v

Proceedings of the Government of His Highness the Maharaja of Mysore,

A—List of Municipal, Plague and District Fund records to be preserved permanently in the District and Taluk Offices

Serial No	Description of papers	Serial No	Description of papers
1	Register of proceedings of meetings of Taluk District and Municipal Boards	35	Barward books of Vaccination establishment
2	Imprest book	36	Register of Municipal taxes mohatarfa and their revision from time to time
3	Imprest and cash balance register	37	Correspondence relating to the introduction and abolition of new taxes
4	Cash books	38	Papers connected with remission and imposition of taxes
5	Register of receipts and expenditure	39	Papers connected with the introduction of fees on carts, etc coming to weekly markets
6	District Fund cash book	40	Papers connected with toll gates and their realizations
7	District Fund permanent advance register	41	Register of ferries and their realizations
8	Circular orders and rules etc of permanent interest	42	Register of Government buildings and properties
9	Circular rules books and printed papers of importance which are still in force	43	Register of Municipal and District Board buildings and properties
10	Circular orders of permanent interest issued by the Deputy Commissioners and Presidents of District and Municipal Boards	44	Records of encroachment on public roads etc which are the property of District and Municipal Boards
11	Order book	45	Maps plans etc of Municipalities and all papers relating to the settlement of Municipal boundaries
12	From and To registers (Kanarese and English)	46	Correspondence relating to the constitution of Taluk Boards and Municipalities
13	Register of orders issued to and reports received from subordinate taluk officers	47	Papers relating to water-supply to towns and villages
14	Budgets sanctioned by Government and Government Proceedings	48	Accounts of transfer of occupancies and of changes therein under decrees and orders of Civil Courts
15	Jamabandi goshwar of Municipal revenue	49	Correspondence relating to the changes of names of occupants
16	Monthly cash accounts	50	Papers connected with the establishment and abolition of cattle pounds
17	District Fund demand collection and balance register	51	Papers relating to the establishment of fairs and festivals and opening of dispensaries schools musafirhanas or chattrams
18	Register of all sanctioned works with estimates plans and completion bills and reports	52	Records connected with gokattes channels and private wells handed over to Government
19	C Registers	53	Records connected with the manners and customs ceremonies and privileges of procession etc in any caste or class of persons
20	Register of amounts remaining unexpended in the hands of the Presidents of Taluk Boards and Vice Presidents of Municipalities	54	Proclamation of general import
21	Register of expenditure incurred on special occasions	55	Abstracts from general statistical returns received from taluks
22	Pass book of Plague Branch	56	Administration Reports
23	District Fund Pass Book	57	Printed copies of annual reports etc
24	Cheque book margins	58	Papers connected with the administration of Famine Code Epidemic Diseases Regulation etc
25	Counterfoil of cheque books	59	Register of records to be preserved and of those to be destroyed
26	Statement of cheques issued	60	Papers (including petitions) not falling under any of the other heads which the Head of the Department orders to be permanently preserved
27	Records connected with the allotment and enjoyment of building sites	61	Register showing the description and extent of lands acquired prices paid reasons for acquisition and disposal of lands so acquired etc
28	Mutualities obtained from people regarding the enjoyment of vacant sites and buildings	62	Correspondence connected with loans for water supply and other public improvements
29	Statement of sites reserved for public purpose		
30	Takrar takhta relating to Municipal matters		
31	Records connected with disputed cases disposed of		
32	Acquittance roll		
33	Barwards		
34	Schedule of establishment		

Local Fund and Sanitary (Municipal), dated 27th January 1910

B—List of Municipal, Plague and District Fund papers to be preserved for specific periods and destroyed at the end of such periods in the District and Taluk Offices

Serial No	Description of papers	Period of preservation	Serial No	Description of papers	Period of preservation
1	Notices issued to members to attend meetings of Boards	One year	30	Miscellaneous petitions disposed of at the time of jamabandi	Two years
2	Papers relating to the absence of members from consecutive meetings of Boards	Do	31	All papers of miscellaneous and unimportant nature	Do
3	Daily plague report register	Do	32	Book of receipt and issue of stationery articles and printed forms	Three years
4	Weekly plague report	Do	33	Papers relating to fines imposed under the Village Sanitation Rules	Do
5	Sundry papers for preparing monthly accounts	Do	34	Repayment of deposits	Five years
6	Sundry periodical accounts of minor importance	Do	35	Register of Municipal deposits	Do
7	Periodical reports and returns on miscellaneous matters of no important interest submitted to district officers by Amildars and their office copies	Two years	36	Receipt books	Do
8	Quarterly statement of Municipal works inspected	Do	37	Counterfoils of receipts	Do
9	Demand collection and balance statements received from taluks	Do	38	Papers connected with cattle pound receipt and remuneration to pound keeper	Do
10	Monthly accounts and returns	Do	39	Papers connected with contingent register	Do
11	Draft budget estimates submitted to Government	Do	40	Progress reports and statements of District Fund works	Do
12	Return of labor cases attended by Midwives	Do	41	Quarterly statement of District Fund works inspected	Do
13	Miscellaneous correspondence of no permanent interest submitted to superior authorities	Do	42	Vital statistics and accounts mortuary and vaccination prepared in the District Office	Do
14	Papers connected with the preparation of administration reports	Do	43	Demand collection and balance statement compiled in the District Office	Do
15	Vital statistics and accounts mortuary and vaccination received from taluks	Do	44	Annual accounts received from taluk	Do
16	Petitions for reduction of mohatarfa tax and papers relating thereto	Do	45	Do in District Office	Do
17	Notice of demand for arrears of revenue	Do	46	Local Fund chullan Form No 1 received from taluk	Do
18	Sale records of unserviceable tools and plant	Do	47	Stock register	Do
19	Vouchers received from dog and snake killer for rewards paid to them	Do	48	Octroi basal pattis on all goods	Do
20	Circular order report yadis etc of permanent character and routine correspondence	Do	49	Record relating to the election of members to the Taluk and District Board	Do
21	List of articles for sale in District and Municipal Board sale yard	Do	50	Silk record of Amravati	Do
22	Miscellaneous correspondence of important interest from superior authorities to subordinate	Do	51	Papers connected with the sale of dead tree timber etc	Do
23	Diaries of Local Fund administration such as Work Inspectors	Do	52	Notice of rkhat for removal of town articles and other articles within Municipal limits	Do
24	Periodical returns and answers and references	Do	53	Papers connected with the sale of dead tree timber etc	Do
25	Office copies of periodical returns submitted to Sanitary Commissioner and other officer	Do	54	Statement of charge incurred on account of repairs to and maintenance of public works etc in the District Department	Do
26	Annual account and administrative report received from taluks	Do	55	Papers relating to the remuneration of village servants for the collection of octroi and toll tax	Do
27	Mohatarfa demand statement received from taluks	Do	56	Papers regarding the contract	Do
28	Taluk miscellaneous orders	Do	57	Papers regarding the collection of revenue	Do
29	Administrative and other duties of the Taluk	Do	58	Records of the Taluk and District Board	Do
			59	Records of the Taluk and District Board	Do
			60	Records of the Taluk and District Board	Do
			61	Papers relating to the collection of revenue	Do

Proceedings of the Government of His Highness the Maharaja of Mysore

B—List of Municipal, Plague and District Fund papers to be preserved for specific periods and destroyed at the end of such periods in the District and Taluk Offices—*concl'd*

Serial No	Description of papers	Period of preservation	Serial No	Description of papers	Period of preservation
62	Statement of houses classified	Ten years	77	Progress and notification registers of Municipal and District Funds and Local Funds General	One ^{year} after completion of work
63	Work files with estimates of Municipal and District Funds and Local Fund General	Do	78	Records relating to sale of toll gates	Three years or till the recovery of the sale amount
64	Taluk octroi registers	Do	79	Papers connected with the grant of leave to officials or their appointment promotion punishment or dismissal	30 years or till the official dies or his pension claims are settled after retirement
65	Papers connected with the improvement of sanitation in municipal towns	Do	80	Service registers	Till death or retirement of the incumbents concerned
66	Visitors books kept in musafir khanas	Twelve years	81	Papers relating to the misconduct of Municipal servants	Till the servants concerned have retired or died
67	Sale records of houses for revenue default	Do	82	Register of dynamite received and expended	Till amount is finally adjusted
68	Records relating to the sale of fords	Do	83	Balance sheets of mohatarfa revenue	Till the arrears are recovered
69	Remission statements	Do	84	Records relating to the recovery of mohatarfa in Unions	Till the amount is recovered
70	Papers relating to the grant of license for building houses	Do	85	Deeds agreements security bonds taken from contractors and others	Till the conditions are fulfilled
71	Register of births and deaths	Twenty years			
72	Annual accounts	Thirty years			
73	Register of potgi allowances paid to patels and shanbhogs	Do			
74	Correspondence relating to suits by or against District and Municipal Boards	Do			
75	Sale records of unclaimed cattle impounded	Two years after claims are settled			
76	Office copies of estimates	One year after completion of work			

1909-10

**GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE**

**LOCAL FUND AND SANITARY
(MUNICIPAL)**

PROCEEDINGS

Dated 27th January 1910

No 6405 13
MI 48-04-

Passes orders in the matter of the preservation and destruction of the Municipal, Plague and District Fund records in the District and Taluk Offices in the State

